

TABLE OF CONTENTS

	<u>PAGE</u>
Locator Cross-Reference Sheet	i
Record of Changes	iii
Major Revisions	v
<u>CHAPTER 1. AUTHORITY AND GENERAL POLICY</u>	
SECTION 1. AUTHORITY	
1101. United States Code	1-1
1102. Department of Defense Instruction 1325.4	1-2
1103. United States Navy Regulations, 1990	1-2
SECTION 2. GENERAL POLICY	
1201. Secretary of the Navy Policy	1-3
1202. Correctional Philosophy	1-7
SECTION 3. APPLICABILITY AND EXCEPTIONS	
1301. Applicability	1-8
1302. Exceptions	1-8
<u>CHAPTER 2. PHYSICAL PLANTS AND MAJOR EQUIPMENT</u>	
SECTION 1. CLASSIFICATIONS - PHYSICAL PLANTS	
2101. Functional Types Classification	2-1
2102. Space Configuration Classification	2-5
2103. Functional Adequacy Classification - New and Existing Facilities	2-6
2104. Rated Capacity Classification	2-7
SECTION 2. CONSTRUCTION AND ALTERATION CRITERIA - NEW AND EXISTING FACILITIES	
2201. Designation and Authority to Use	2-8
2202. Planning Factors	2-9
2203. Technical Assistance	2-11
2204. Berthing Areas	2-11
2205. Security Areas	2-14
2206. Program Areas	2-18
2207. Storage Areas	2-20
2208. Support Areas	2-21
2209. Miscellaneous Areas	2-23

02 DEC 1996

PAGE

## SECTION 3. MAINTENANCE - PHYSICAL PLANT

2301.	Public Works/Maintenance Department Support	2-28
2302.	Inspections	2-29
2303.	Safety Program	2-29
2304.	Sanitation	2-30
2305.	Management Information System	2-30

CHAPTER 3. STAFF

## SECTION 1. STAFF CRITERIA

3101.	Policy	3-1
3102.	Selection Criteria	3-1
3103.	Assignment Criteria	3-3
3104.	Performance Criteria	3-5
3105.	Performance Evaluation Criteria	3-5
3106.	Unsuitability	3-6

## SECTION 2. STAFF UTILIZATION

3201.	Organization of Functions and Tasks	3-6
3202.	Billet Titles and Functions	3-8
3203.	Watch Bill Construction	3-13
3204.	Combined Duties	3-13
3205.	Conflicting Assignments	3-14

## SECTION 3. MANNING LEVELS AND DUAL STAFF RELATIONSHIPS

3301.	Manpower Authorizations - Navy	3-14
3302.	Tables of Organization - Marine Corps	3-14

## SECTION 4. SPECIAL DIRECTIVES FOR CORRECTIONAL STAFF

3401.	Post Orders	3-15
3402.	General Rules of Conduct for Staff	3-15
3403.	Fraternization	3-16
3404.	Harassment/Sexual Harassment	3-16
3405.	Physical Abuse/Maltreatment Charge	3-16
3406.	Urinalysis Testing	3-16

## SECTION 5. STAFF TRAINING

3501.	Initial Training	3-16
3502.	Pre-Service Training	3-16

02 DEC 1996

PAGE

3503.	In-Service Training	3-17
3504.	Inter-Service Training	3-18
3505.	Professional Development	3-18
3506.	Staff Library	3-19

CHAPTER 4. CONTROL, SECURITY, EMERGENCIES

## SECTION 1. PRISONER ACCOUNTABILITY SYSTEM

4101.	Control Center Function	4-1
4102.	Control Center Accountability Systems	4-1
4103.	Counts	4-3
4104.	Prisoner Movement	4-5
4105.	Sally Port Operations	4-5

## SECTION 2. PRISONERS CUSTODY CLASSIFICATION

4201.	Purpose and Definitions	4-6
4202.	Classification Criteria	4-8
4203.	Evaluation of Prisoners	4-11
4204.	Classification and Assignment Board (Custody)	4-12
4205.	Special Quarters	4-12
4206.	Berthing	4-14

## SECTION 3. SECURITY SYSTEMS

4301.	Responsibilities for Security	4-15
4302.	Contraband and Searches	4-16
4303.	Key Control	4-18
4304.	Tool Control	4-18
4305.	Vehicle and Equipment Control	4-19
4306.	Volatile/Poisonous/Hazardous Substance Control	4-20
4307.	Weapons	4-21
4308.	Tear Gas (Chemical Agents)	4-22
4309.	Instruments of Restraint	4-24

## SECTION 4. DISTURBANCES AND EMERGENCIES

4401.	Prevention of Disturbances	4-25
4402.	Controlling Disturbances	4-25
4403.	Priorities of Force	4-26
4404.	Deadly Force	4-27
4405.	Fire Bill	4-27
4406.	Natural Disaster Bill	4-28

02 DEC 1996

PAGE

4407.	Escape Bill	4-29
4408.	Riot Control Bill	4-31
4409.	Hostages	4-33

CHAPTER 5. DISCIPLINE

## SECTION 1. ADMINISTRATIVE DISCIPLINARY MEASURES

5101.	Prisoner Discipline	5-1
5102.	Administrative Disciplinary Procedures	5-2
5103.	Authorized Administrative Disciplinary Measures	5-5

## SECTION 2. GENERAL REQUIREMENTS

5201.	Personal Appearance	5-8
5202.	Grooming Standards	5-8

CHAPTER 6. CORRECTIONAL PROGRAMMING

## SECTION 1. PROGRAMMING POLICIES

6101.	Goals of Correctional Programs	6-1
6102.	Legal Implications of Programming	6-1
6103.	Minimum Acceptable Program Requirements	6-1

## SECTION 2. RECEPTION PROGRAM

6201.	Basic Elements	6-2
6202.	Initial Classification	6-4

## SECTION 3. PROGRAMS

6301..	Definition and Policy	6-4
6302.	Program Scheduling	6-4
6303.	Function of the Classification and Assignment Board (Programs)	6-5
6304.	Disposition Board	6-6
6305.	Counselor and Program Developer Role in Correctional Programming	6-7
6306.	Progress Evaluation	6-7
6307.	Individual Counseling	6-8
6308.	Group Counseling/Therapy	6-9
6309.	Work Programs	6-9
6310.	Academic Education Program	6-10
6311.	Restoration Program	6-10
6312.	Incentive Program	6-11

02 DEC 1996

PAGE

6313.	Survival Skills	6-12
6314.	Recreation	6-13
6315.	Physical Training	6-13
6316.	Religious Program	6-13
6317.	Testing and Evaluation Program	6-14
6318.	Work Release Program	6-14
6319.	Study Release Program	6-15
6320.	Utilization of Local Resources	6-15
6321.	General Military Training	6-15

## SECTION 4. PRE-RELEASE

6401.	Pre-Release Phase	6-15
6402.	Daily Training Program	6-16

CHAPTER 7. CONFINEMENT, RELEASE, TRANSFER

## SECTION 1. CONFINEMENT REGULATIONS

7101.	Purpose of Confinement	7-1
7102.	Definition and Constraints	7-1
7103.	Categories of Prisoners	7-3
7104.	Designation of Initial Place of Confinement	7-10
7105.	Use of Naval Brigs by Civilian Jurisdictions	7-13

## SECTION 2. CONFINEMENT PROCEDURES

7201.	Authority to Order Pretrial Confinement	7-14
7202.	Pretrial Confinement	7-16
7203.	Confinement Order	7-17
7204.	Records	7-17
7205.	Medical Examination/Initial Examination	7-17
7206.	Logistical Support by Confining Command	7-19
7207.	Initial Review	7-20
7208.	Command Visits	7-20

## SECTION 3. RELEASE

7301.	Temporary Absence	7-21
7302.	Hospitalization	7-22
7303.	Emergency Leave	7-23
7304.	Release from Confinement	7-24

02 DEC 1996

PAGE

## SECTION 4. TRANSFER AND TRANSPORTATION OF PRISONERS

7401.	Transfer Regulations	7-26
7402.	Coordination with Receiving Command	7-27
7403.	Transfer from Parent Command	7-28
7404.	Means of Travel	7-29
7405.	Escorts	7-34
7406.	Escort Training	7-37
7407.	Transfer of Long-Term Prisoners	7-37
7408.	Transfer of Prisoner Records, Funds and Valuables, and Personal Property	7-42

CHAPTER 8. ADMINISTRATIVE MATTERS

## SECTION 1. RECORDS AND REPORTS

8101.	General	8-1
8102.	Privacy	8-1
8103.	Prisoner Files and Records	8-2
8104.	Brig Log	8-3
8105.	Medical Log	8-3
8106.	Visitors' Log	8-4
8107.	Privileged Correspondence Log	8-4
8108.	Disciplinary Log	8-4
8109.	Confinement Order	8-5
8110.	Prisoner Identification Badge	8-6
8111.	Daily Change Sheet	8-8
8112.	Computer Printouts	8-8
8113.	Monthly Report of Prisoners (NAVPERS 1640/11)	8-8
8114.	Disposition of Confinement Records and Reports	8-9
8115.	Incident Reports	8-10
8116.	Transfer of Records (See Article 7408)	8-11
8117.	Daily Report of Prisoners Received and Released (NAVPERS 1640/12)	8-11
8118.	Prisoner Status Report	8-11

## SECTION 2. PERSONAL PROPERTY

8201.	Valuables and Other Personal Property	8-11
8202.	Custodial Personnel	8-12
8203.	Accounting - Funds and Valuables	8-12
8204.	Personal Property Accounting	8-13
8205.	Expenditure of Personal Funds	8-13
8206.	Expenditures for Clothing	8-14
8207.	Expenditures for Health and Comfort Items	8-14

02 DEC 1996

PAGE

8208.	Expenditures for Services	8-15
8209.	Limits on Expenditures	8-15
8210.	Expenditures for Unknown Pay Status and Absentees	8-15
8211.	Approved Health and Comfort Items	8-16
8212.	Expenditure Exceptions	8-17
8213.	Clothing	8-17

## SECTION 3. MISCELLANEOUS ADMINISTRATIVE SUBJECTS

8301.	Correspondence and Visiting	8-19
8302.	Prisoner Communication Council	8-28
8303.	Public Information	8-28
8304.	Fingerprints	8-28
8305.	Standard Operating Procedures	8-29
8306.	Tobacco Prevention	8-29
8307.	Victim and Witness Assistance Program	8-29

CHAPTER 9. SENTENCE COMPUTATION AND GOOD TIME

## SECTION 1. POLICY AND DEFINITIONS

9101.	Policy	9-1
9102.	Definitions	9-1

## SECTION 2. GOOD CONDUCT TIME

9201.	Policy	9-3
9202.	Rate of Earning	9-3
9203.	Forfeiture of Good Time	9-5
9204.	Restoration of Good Conduct Time and Earned Time	9-5
9205.	Change in Rate of Earning	9-5
9206.	Earned Time	9-6
9207.	Parole	9-7

## SECTION 3. SENTENCE COMPUTATION

9301.	Dates of Computation	9-7
9302.	Article 15, UCMJ, Confinements	9-7
9303.	Methods of Sentence Computation	9-8
9304.	Inoperative Time	9-13
9305.	Aggregation of Multiple Sentences	9-14
9306.	Rehearings and New or Other Trials	9-15
9307.	Crossing International Date Line	9-17
9308.	Confinement in Lieu of Fine	9-18

02 DEC 1996

PAGE

9309.	Vacated Suspension	9-18
9310.	Parole Violator Term	9-18
9311.	Credit for Pretrial Confinement	9-20
9312.	Expiration Tables	9-20
9313.	Credit for Pretrial Agreement	9-20

CHAPTER 10. MISCELLANEOUS SERVICES

SECTION 1. MEDICAL SERVICES

10101.	Medical Officer	10-1
10102.	Medication	10-1
10103.	Paramedical Personnel	10-1
10104.	HIV/AIDS	10-1
10105.	Health/Dental Records	10-2
10106.	Mental Health Evaluations	10-2

SECTION 2. SUPPORT SERVICES

10201.	Mess Deck Operations	10-2
10202.	Laundry Operations	10-3
10203.	Barber Shop Operations	10-3
10204.	Library Services	10-4

CHAPTER 11. SHIPS' BRIGS

SECTION 1. POLICIES

11101.	Limitations	11-1
11102.	Physical Plant	11-1
11103.	Staff	11-1
11104.	Emergency Bills	11-1
11105.	Programs	11-2
11106.	Records and Reports	11-2
11107.	Administrative Matters	11-2

SECTION 2. CONFINEMENT POLICIES

11201.	Confinement of Males/Females	11-2
11202.	Use of Ship's Brig while in Port	11-2
11203.	Detention of Prisoners of War, Civilian Internees, and other Detained Persons, Aboard Naval Vessels	11-3



02 DEC 1996

PAGECHAPTER 12. DETENTION FACILITIES

## SECTION 1. POLICIES

12101.	Limitations	12-1
12102.	Physical Plant	12-1
12103.	Staff	12-3
12104.	Control	12-3
12105.	Programs	12-4
12106.	Records and Reports	12-4
12107.	Administrative Matters	12-5

## SECTION 2. DETENTION POLICIES

12201.	Detention	12-5
12202.	Release	12-7
12203.	Transfer	12-7

<u>APPENDIX A. LIST OF FORMS</u>	A-1
----------------------------------	-----

<u>APPENDIX B. NAVY PA SYSTEMS OF RECORDS NOTICE NO1640-1</u>	B-1
---	-----

<u>INDEX</u>	I-1
--------------	-----